



## JOB CLUB MEMO #1 [FY 2011]

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Montgomery County Office of Human Resources

**RE:** JOB CLUB MEMBER ALERT----- Job Seeker Resources

**DATE:** July 2, 2010

### I. Upcoming Event

**Healthy Careers Job Fair & Wellness Expo!** Sponsored by *MontgomeryWorks* & Westfield Wheaton

**WHEN:** Thursday, July 15, 2010 at 11:00 am to 3:00 pm

**WHERE:** 11160 Veirs Mill Road, Wheaton, MD 20902 – On Mall Levels 1 and 2, Near DSW Shoes

To learn about the employment services offered by *MontgomeryWorks* visit [http://www.montgomeryworks.com/programs\\_services\\_adult.asp](http://www.montgomeryworks.com/programs_services_adult.asp)

Get your professional life in shape or jump-start your personal life and wellbeing.

- Over 75 exhibitors representing the health care industry, hiring entry to senior level positions and providing FREE health screenings and wellness information.

### II. Resources for Your Online Job Search

**Job Opportunities in Medical Service Centers**

Use the web links below to conduct your online job search for medical career opportunities

A **THANK YOU** to Mary Ngo of *Montgomery Works* for the following information.

**Adventist Hospital:** <http://www.adventisthealthcare.com/WAH/careers/job-search.aspx>

➤ Home web page: <http://www.adventisthealthcare.com/WAH/>

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**Holy Cross Hospital Careers:** [http://www.holycrosshealth.org/career\\_joblistings.htm](http://www.holycrosshealth.org/career_joblistings.htm)

> Home web page: <http://www.holycrosshealth.org/index.aspx>

**Montgomery General Hospital:** <http://www.montgomerygeneral.com/content/MGHCareers.htm>

➤ Home web page: <http://www.montgomerygeneral.com/content/>

**Primary Health Care Coalition of Montgomery County:**

<http://www.primarycarecoalition.org/?q=employmenttopp&tid=7>

➤ Home web page: <http://www.primarycarecoalition.org/>

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**Suburban Hospital:**

<https://www.healthcaresource.com/suburban/index.cfm?ijobpostondaysold=&fuseaction=search%2EjobList&ifacilityid=all&submitButton=Search&cjoborderby=&ijobbrowstart=1&ijobcatid=100&cj>

[obattr1=All&template=dsp%5Fjob%5Flist%2Ecfm&&CFID=874514&CFTOKEN=2b1cb818e422a435-935D9C12-5056-8756-B36D195690088788&jsessionid=cc30b35702997c345b16](http://www.suburbanhospital.org/?obattr1=All&template=dsp%5Fjob%5Flist%2Ecfm&&CFID=874514&CFTOKEN=2b1cb818e422a435-935D9C12-5056-8756-B36D195690088788&jsessionid=cc30b35702997c345b16)

> Home web page: <http://www.suburbanhospital.org/>

Use the following web link to find additional job opportunities at the various Maryland medical centers. Go to the individual organization websites to find jobs listed on their **EMPLOYMENT or CAREER WEB PAGES**: <http://www.theagapecenter.com/Hospitals/Maryland.htm>

### ***Job Opportunities in the Hospitality Industry***

Use web links below to conduct your online job search for hospitality job opportunities  
A **THANK YOU to Mary Ngno** of Montgomery Works for the following listed information.

> **Marriott International**: <http://greatjobs.marriott.com> (English) or <http://trabajos.marriott> (Espanol)

- Click on one of the web links above. At the web page search for the Marriott location you want to explore by entering the ZIP CODE. Click **SUBMIT** to view job opportunities then select **VIEW OPEN POSITIONS AND APPLY** to complete your information and submit your application.

> **Park Hyatt Washington DC**:

<https://hyatt.taleo.net/careersection/parkhyattwashington/jobsearch.ftl?lang=en&radiusType=M&radius=1&organization=50025>

- Home web page: <http://parkwashington.hyatt.com/hyatt/hotels/news-details.jsp?newsId=1683292&icamp=joinparkhyattwashingtonredirect>

### ***Job Opportunities in the Washington, DC region***

<http://www.dcnetworks.org/jobbanks/default.asp?session=jobsearch&geo=&areatype=90>

Use the home web page to explore multiple resources for locating a job in the Washington, DC region:

<https://www.dcnetworks.org/>

### **III. Area Job Postings**

#### ***Job Opportunities – Columbia Lighthouse for the Blind***

Visit agency website at <http://www.clb.org/employment.html> to view agency job postings.

Columbia Lighthouse for the Blind (CLB) is actively recruiting for the following positions:

- **Full Time Orientation and Mobility Manager** - responsible for planning and implementing quality orientation and mobility services provided by CLB.
- **Assistive Technology Training Specialist (Contract)** – works directly with consumers by providing individual and group training on job specific skills and assistive technology, as well as conducts assistive technology assessments.
- **Part time or full time Vision Rehabilitation Therapist** - provides independent living/life skills training to youth and adults who are visually impaired or blind to foster skills for greater independence.
- **Vocational Rehabilitation Specialist** – assists people who are visually impaired or blind in getting a job or keeping their current job. The VRS is independently responsible for providing and coordinating rehabilitation counseling, on the job training, career planning, resume assistance, direct job placement, classroom and on the job training and placement services.

For more details on the positions, contact Human Resources at (202) 454-6413 or send email to [helmore@clb.org](mailto:helmore@clb.org)

### ***Jobs in the media/journalism field – WUSA9***

See job listings and web links below to see the job descriptions and application instructions

> Web Multimedia Journalist at WUSA-TV:

[http://www.wusa9.com/rss/local\\_article.aspx?storyid=103045](http://www.wusa9.com/rss/local_article.aspx?storyid=103045)

> Marketing and Promotions Manager, Metromix:

[http://www.wusa9.com/rss/local\\_article.aspx?storyid=103044](http://www.wusa9.com/rss/local_article.aspx?storyid=103044)

### **IV. Montgomery County Job Postings**

VISIT WEBSITE AT <http://montgomerycountymd.gov/content/ohr/career/> to view all Montgomery County job postings. Click on the **BLUE BUTTON** labeled **CURRENT JOB OPPORTUNITIES** then click on the *job title* to view detailed job description and application instructions.

**Montgomery County is committed to achieve an inclusive workforce that provides timely, responsive services.**

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. The County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources and request a Human Resources Specialist at 240-777-5000 Voice or 240-777-5126 TTY for assistance and guidance. You may also request a reasonable accommodation for the selection process via email to

[Special.Accommodations@montgomerycountymd.gov](mailto:Special.Accommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

### **PROGRAM MANAGER I (EMERGENCY MANAGEMENT)**

**Requisition ID 4066**

**Application Deadline: Jul 12, 2010.**

**Salary: \$51,598.00 - \$85,463.00 Annually**

**USE WEB LINK BELOW to review detailed job description and application instructions:**

[http://careers.peopleclick.com/careerscp/client\\_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5107&localeCode=en-us](http://careers.peopleclick.com/careerscp/client_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5107&localeCode=en-us)

**THIS IS A FULL-TIME TERM POSITION WITH A TERM ENDING DATE OF 09/30/2011. Continued employment in this position is contingent upon renewal of grant funding.**

The duties include but are not limited to: developing and updating emergency operations plans utilizing protocols that follow the Federal Emergency Management Agency (FEMA) Community Preparedness Guide (CPG) formats and that are National Incident Management System (NIMS) Compliant; developing Continuity of Operations Plans (COOP) following guidelines outlined in Federal Preparedness Circular(s) (FPC) 65, 66 and 67; and developing emergency notification and emergency operation system protocols to support Emergency Operation Center activations. Additional duties include utilization of a crisis information management system (CIMS) such as webeoc or equivalent.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree. **Experience:** Considerable (3 years) experience in Emergency Management. **Equivalency:** An equivalent combination of education and experience may be substituted. Selected candidate will be required to complete a medical evaluation prior to appointment

### **RESIDENT SUPERVISOR- PRRS .**

**Requisition ID 4067**

**Application Deadline: Jul 12, 2010**

**Salary: \$44,900.00 - \$74,181.00 Annually**

**USE WEB LINK BELOW to review detailed job description and application instructions:**

[http://careers.peopleclick.com/careerscp/client\\_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5108&localeCode=en-us](http://careers.peopleclick.com/careerscp/client_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5108&localeCode=en-us)

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBLE LIST TO FILL CURRENT AND FUTURE VACANCIES. POSITIONS MAY BE PERMANENT OR TERM, DEPENDING UPON FUNDING SOURCE.** (As permanent positions become available, employees in term positions may be transferred.)

Employee will work for the Pre-Release and Reentry Services Division of the Department of Correction and Rehabilitation and will be responsible for providing both security and supervision of a resident population. Employee should have excellent grounding and commitment to rehabilitative programming and possess the necessary interpersonal skills to work as part of a team to encourage clients to succeed in the program. Duties will include, but are not limited to: supervising offenders committed in home confinement status; checking for proper authorization for release of residents to the community (work, school, training, counseling, etc.) effecting the release; electronically monitoring the offender in the community; administering alcohol and urine tests; conducting personal, vehicle, room and facility searches and resident counts; assigning and inspecting facility clean-up details; distributing medications; receiving and disbursing resident monies; accompanying residents to court, to the Detention Center and to some visit in the community; providing crisis intervention; and responding to potentially volatile situations.

Bachelor's Degree and completion of 18 months of satisfactory work as a Resident Supervisor I. If underfilled at the Resident Supervisor I, Grade 18 level, minimum qualifications are a Bachelor's Degree and one (1) year of full-time satisfactory work experience, or successful completion of six months internship at the Montgomery County Pre-Release Center. An equivalent combination of education and experience may be substituted.

**TEMPORARY LIQUOR STORE CLERK I**  
**Application Deadline: Jul 14, 2010.**

**Requisition ID 4061**  
**Salary: \$15.29/hr - \$24.55/hr**

**USE WEB LINK BELOW to review detailed job description and application instructions:**  
[http://careers.peopleclick.com/careerscp/client\\_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5110&localeCode=en-us](http://careers.peopleclick.com/careerscp/client_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5110&localeCode=en-us)

**POSITIONS ARE TEMPORARY WITH NO BENEFITS FOR A ONE-YEAR TERM.** NOTE: Applicants must be available to work at specific store locations throughout the County and must be available for work hours during the morning, afternoon and evening (4:30 p.m. – 10:00 p.m.). Hours will vary on different days of the week. Applicants must be able to work all weeknights and all day Saturday.

Employee will be responsible for receiving and selling merchandise in a County Liquor Dispensary. Duties include: rendering prompt and courteous service to the public including carrying cases and packages for customers; answering inquiries of customers as to the type and price of merchandise items; filling customer orders and packaging merchandise; keeping the storeroom and stock areas in a clean and orderly condition by lifting and moving cases in order to stock shelves, organize stockroom and build displays throughout the store; operating a cash register and making arithmetic computations in order to tabulate payments; assisting in the enforcement of store security measures; performing merchandise rotation duties; marking merchandise with price or other identifying information; and performing other related duties as required.

High School Diploma or GED. Applicants must be at least twenty-one (21) years of age and possess sufficient physical strength to lift and move objects weighing up to and including sixty (60) pounds over shoulder height.

Employee must successfully complete and pass the Alcohol Intervention Training course required by the State of Maryland within three (3) months of employment.

**CORRECTIONAL DIETARY OFFICER Requisition ID 4037**

**Application Deadline: Jul 19, 2010 .**

**Salary: Annually \$39,157.00 - \$64,441.00 Annually**

**USE WEB LINK BELOW to review detailed job description and application instructions:**  
[http://careers.peopleclick.com/careerscp/client\\_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5106&localeCode=en-us](http://careers.peopleclick.com/careerscp/client_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5106&localeCode=en-us)

This recruitment will establish an eligible list to fill current and future vacancies. Positions could be available at Pre-Release Center, Montgomery County Detention Center or Montgomery County Correctional Facility.

Employee will be responsible for providing oversight, guidance and training to inmate/resident workers and carrying out the day-to-day preparation and service of food in a large scale food services operation within a secure correctional setting. Duties include: preparing meals in accordance with menus; production sheets; recipes and safe food handling practices; maintaining order and security; completion of required documents; conducting inventories; reporting maintenance needs and safety hazards; carrying out recycling initiatives; receiving and storing deliveries; verifying order quantities and product in conformance with specifications; ability to follow standardized recipes; production instructions, and calculate mathematical computations related to recipe conversions to produce acceptable quality products; and maintaining the Food Service Facility in clean, safe and sanitary condition on a daily basis. Employee must be experienced in the use of institutional food service equipment for the preparation of meals and must be able to apply a working knowledge of Hazard Analysis Critical Control Points (HACCP). Position requires the ability to communicate clearly and effectively, orally and in writing; the ability to establish and maintain effective working relationships with co-workers and inmates/residents; and the ability to respond quickly, calmly and effectively in emergency situations.

Prior to appointment, all applicants must successfully complete a comprehensive background investigation, psychological evaluation, medical examination, and drug/alcohol screen. Successful completion of High School, or a G.E.D. certificate program and two (2) years of satisfactory experience in large-scale institutional food preparation and services (i.e., in a correctional facility, hospital, long-term care facility, or in the armed forces). No equivalency.

**LICENSE:** Must successfully complete the Food Service Sanitation Management course and obtain a valid Montgomery County Certified Food Service Manager Certificate within 60 days from date of hire. Certification must be maintained as current throughout employment in this occupational class. Must successfully complete State Academy Correctional Entry-Level Program and possess a Certificate of successful completion within 12 months of hire. Successful completion of additional State-mandated Correctional training as required.

<b>ADMINISTRATIVE SPECIALIST II</b>	<b>Requisition ID: 4065</b>
<b>Application Deadline: Jul 20, 2010.</b>	<b>Salary: \$47,028 - \$77,756 Annually</b>

**USE WEB LINK BELOW to review detailed job description and application instructions:**  
[http://careers.peopleclick.com/careerscp/client\\_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5109&localeCode=en-us](http://careers.peopleclick.com/careerscp/client_mcgov/external/jobDetails.do?functionName=getJobDetail&jobPostId=5109&localeCode=en-us)

This is a term position. The term of appointment expires June 30, 2013. Continued employment in this position is contingent upon renewal of term.

This position is a key component of the County's Office of Inspector General (OIG). The OIG's goals are set forth in the County's inspector general law. The incumbent will make recommendations to the Inspector General and Deputy Inspector General on OIG administrative matters related to budget, finance, and procurement activities and County requirements. The incumbent will provide administrative support and professional advice in a variety of functional areas and OIG audit, review and investigative projects while interfacing with County personnel, other government representatives, and the general public.

Bachelor Degree. Two (2) years of professional experience performing administrative duties (i.e. budget, finance, and/or procurement-related functions). An equivalent combination of education and experience may be substituted.

***Join the JOB CLUB to receive weekly email notices that help job seekers locate gainful employment.***

Send your name and email address to Joe Heiney-Gonzalez at [joe.heiney-gonzalez@montgomerycountymd.gov](mailto:joe.heiney-gonzalez@montgomerycountymd.gov) to enroll in the Office of Human Resources JOB CLUB